



OPPORTUNITY

Teaching Fellow in HRM or OB/Work Psychology

Reference: R230047

Grade: 8 or 9

Salary: Grade 8, £36,333 to £43,155, per annum, depending on experience /Grade 9, £44,414 to £59,450 per annum, depending on experience

Contract Type: Continuing

Basis: Full Time

Job description

Job Purpose:

To contribute to, develop and enhance the teaching and scholarship and activities of the School either independently or as part of a team, through professional practice and expertise. In addition, to develop external links with regional, UK and international bodies such as government agencies, schools, colleges, professional bodies, business and industry as appropriate to the subject discipline and School and/or University strategy.

Main Duties/Responsibilities:

Teaching and Learning

- ▶ To teach students at different levels as appropriate including foundation, undergraduate and postgraduate students, and to carry out the associated examining processes.
- ▶ To be responsible for the design and content of specific areas of teaching and learning within the School's teaching Programmes, identifying areas in need of revision or improvement.
- ▶ To co-ordinate and supervise the activity of teaching teams as appropriate, ensuring that the programme meets quality standards, monitoring delivery and student progress.
- ▶ To provide academic support, pastoral care and advice to foundation, undergraduate and postgraduate students.
- ▶ To informally and formally mentor junior colleagues in effective teaching practice.
- ▶ To cooperate with colleagues across disciplines in the continuous review and development of Programmes and the curriculum.
- ▶ To use and promote the use of a range of methods and techniques in teaching, learning and assessment including pursuing digital and modern methods of delivery.
- ▶ To engage in supporting and promoting quality assurance measures within the University e.g. by evaluation and development of a range of modules or within a subject area in terms of content, delivery and assessment as well as reviewing delivered modules, setting and receiving student feedback questionnaires.
- ▶ To innovate in teaching, demonstrate continuous professional development and critical reflective practice.

Research

- ▶ To pursue and develop pedagogical research consistent with the teaching priorities and strategy of the School.
- ▶ To publish the outcomes of research in professional journals, textbooks and at professional conferences and seminars etc.
- ▶ To disseminate the findings of pedagogical research to colleagues within and beyond the School.
- ▶ To develop proposals and secure competitive external funding as relevant to the subject discipline

- ▶ To collaborate in initiatives with colleagues in and beyond the School, including University-wide multi-disciplinary groups, as appropriate.

External Engagement

- ▶ To develop student placement schemes with companies and research institutions both in the UK and overseas.
- ▶ To contribute to businesses, the public sector and communities e.g. through innovation, knowledge transfer, cultural enrichment, advising government bodies, contributing to and influencing government (UK or overseas) policy-making and standards.
- ▶ To enhance the University's reputation with professional/scholarly bodies by participating in existing networks and by developing new links capable of demonstrating impact.
- ▶ To represent the interests of the subject and School via activities to raise the regional, national and international profile, particularly with the professions, schools and businesses.

Citizenship

- ▶ To carry out specific School roles and functions as may be reasonable required e.g. Module Leader, Personal Tutor
- ▶ To manage own teaching, scholarship and administrative activities
- ▶ To provide pastoral care and support to students.
- ▶ To act as personal tutor providing first line support to students.
- ▶ To take part in and, if required, manage staff seminars, cross-departmental activities and events e.g. Open Days, Sixth Form Conferences etc.
- ▶ To contribute to Academic Department meetings and on occasion, act as chair of one or more of the School committees, these responsibilities being equitably distributed across the academic staff.
- ▶ To display and promote Aston values through own actions and behaviour.
- ▶ To undertake such other duties as may be reasonably requested and that are commensurate with the nature and grade of the post.

Additional responsibilities

- ▶ Engage in continuous personal and professional development in line with the demands of the role, including undertaking relevant training and development activities to develop themselves and support the development of others.
- ▶ Ensure and promote the personal health, safety and wellbeing of staff and students.
- ▶ Carry out duties in a way which promotes fairness in all matters and which engenders trust.
- ▶ Promote equality of opportunity and support diversity and inclusion as well as working to support the University's environmental sustainability agenda and practices.

Person specification

	Essential	Method of assessment
Education and qualifications	<p>Degree in relevant subject discipline</p> <p>Recognised teaching qualification at the appropriate level e.g. PGCPP (or equivalent)/ membership of the Higher Education Academy at Senior Fellow level</p>	Application form
Experience	<p>Experience of teaching and assessing within a degree programme to high standards and with demonstrable impact on students learning</p> <p>Experience of curriculum design, review and implementing innovative ideas</p> <p>Experience of using VLE's as a learning tool e.g. Blackboard</p> <p>Experience of writing pedagogic materials, publications or textbooks</p>	Application form and interview
Aptitude and skills	<p>Ability to lead taught modules and programmes for undergraduate and postgraduate students.</p> <p>Ability to develop own teaching materials and contribute to course and programme development.</p> <p>Ability to provide tutorial and counselling advice to undergraduate and postgraduate students.</p> <p>Excellent communication skills to build and maintain industry links that will support teaching and research activity.</p> <p>Ability to develop and maintain a pedagogic research programme</p> <p>Ability to secure research funds from external sources.</p> <p>Ability to harness IT as a teaching and research tool</p>	Application form and interview

How to apply

You can apply for this role online via our website <https://www2.aston.ac.uk/staff-public/hr/jobs>.

Applications should be submitted by 23.59pm on the advertised closing date. All applicants must complete an application form, along with your CV.

Any CV sent direct to the Recruitment Team and Recruiting Manager will not be accepted.

If you require a manual application form then please contact the Recruitment Team via jobs@aston.ac.uk.



Contact information

Enquiries about the vacancy:

Name: Dr Elinor Vettrainor

Job Title: Head of Department, Work and Organisation

Email: e.vettraino@aston.ac.uk

Alternatively, please contact Ravinder Kalsi (r.k.kalsi@aston.ac.uk) to arrange a discussion with Elinor.

Enquiries about the application process, shortlisting or interviews:

Recruitment Team via jobs@aston.ac.uk or 0121 204 4500.

Additional information

Visit our website <https://www2.aston.ac.uk/staff-public/hr> for full details of our salary scales and benefits Aston University staff enjoy

Salary scales: <https://www2.aston.ac.uk/staff-public/hr/payroll-and-pensions/salary-scales/index>

Benefits: <https://www2.aston.ac.uk/staff-public/hr/Benefits-and-Rewards/index>

Working in Birmingham: <https://www2.aston.ac.uk/birmingham>

Employment of Ex-Offenders: Under the Rehabilitation of Offenders Act 1974, a person with a criminal record is not required to disclose any spent convictions unless the positions they applying for is listed an exception under the act.

Eligibility to work in the UK:

Post-Brexit transition period / EU Settlement Scheme

The post-Brexit transition period ended on 31 December 2020. If you are an EU/EEA citizen and you were a resident in the UK before 31 December 2020, you and your family members (including non-EU citizens need to apply to the EU Settlement Scheme to continue to live, work and study in the UK beyond 30 June 2021. The deadline for applying to the EU settlement scheme is 30 June 2021. You can apply via the Government webpage

<https://www.gov.uk/settled-status-eu-citizens-families>

Irish Nationals do not need to apply for settlement as they retain the right to work in the UK.

New immigration system for EU/EEA and Swiss Nationals who were not resident in the UK before 31 December 2020

A new immigration system has been introduced for people arriving in the UK from EEA countries with effect from 1 January 2021. In addition to those who have always required a visa, EU citizens moving to the UK to work will need to get a visa in advance. You can find more information on the following website. Candidates should check their eligibility to enter or remain in the UK in advance of making any job application via the UKVI website

<https://www.gov.uk/browse/visas-immigration/work-visas>. Before applying you should ensure that you meet the requirements. If you do not meet the eligibility criteria, any application for a work visa would be unsuccessful.

If you require a visa to work in the UK the most common types of visa are:

Skilled Worker Visa

<https://www.gov.uk/skilled-worker-visa>

Global Talent Visa

If you are a leader or potential leader in one of the following fields you may be eligible to apply for a Global Talent Visa:

- Academia or Research
- Arts and Culture
- Digital Technology

Please click the following link for further information and to check your eligibility for this visa.

<https://www.gov.uk/global-talent>

Equal Opportunities: Aston University promotes equality and diversity in all aspects of its work. We aim to ensure, through our admissions policies for students, and our staff recruitment and selection processes that we encourage applications from all groups represented in the wider community at a local, national and international level.

The University will endeavour not to discriminate unfairly or illegally, directly or indirectly, against student or potential students, staff or potential staff. This commitment applies to all functions of the University and to any stage of an individual's career.

An Equal Opportunities Monitoring Form is included within the application form. Data you provide on the Equal Opportunities Monitoring Form will be included in a general database, for statistical monitoring purposes, enabling the University to monitor the effectiveness of its Policy, Codes of Practice and Guidelines on Equal Opportunities in Employment. Individuals will not be identified by name.

Data Protection: Your personal data will be processed in compliance with the Data Protection Act 2018 and the General Data Protection Regulation ((EU) 2016/679) ("GDPR"). The University's Data Protection Policy and Privacy Notices, including the Job Applicant Privacy Notice can be found at <https://www2.aston.ac.uk/data-protection>. Your application will only be used to inform the selection process, unless you are successful, in which case it will form the basis of your personal record with the University which will be stored in manual and/or electronic files. Information in statistical form on present and former employees is given to appropriate outside bodies.

Full details of our terms and conditions of service and associated policies and procedures are available online at <https://www2.aston.ac.uk/staff-public/hr/policies>

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gets real.**